

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans & Research Staff/TR

DATE: 20 January 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 3

STAT

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REV CLASS C REV COORD. _____ AUTH: HR 70-3

I. SIGNIFICANT ITEMS:II. OTHER ITEMS:A. Career Development Slots

The Personnel Office has requested the OTR Personnel Officer to continue to administer personnel aspects of the Career Development Program until 1 February 1955, to allow the Office of Personnel time to develop a staff and procedures to handle this function. The positions were officially transferred to them on 15 December 1954.

B. Equipment Rental for A&E Staff

A request was submitted to the Logistics Officer for one month's rental @ \$275.00 of one Friden Computyper for trial purposes by the A&E Staff. This computyper was examined at the offices of the local distributor by members of the A&E Staff. The machine is designed to eliminate hand-copying of results of intermediate calculations. There are other advantages claimed by the manufacturer which A&E would like to test under normal conditions in its own offices. Funds (\$3800) are available in the A&E allotment if a decision is made to purchase the machine.

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D. Career Plans

The first career plans (those of employees in the Language and External Training School) were reviewed and modified and/or approved by the OTR Career Service Board on 18 January. Problems uncovered and procedures and policy developed will be included in the guide to career planning which is being prepared by the Personnel Section.

E. Placement Officer

[redacted] of the Personnel Office will assume his duties as OTR Placement Officer on 24 January. He will also be responsible for administering the Career Development and Junior Career Development Programs.

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F. Fitness Reports

The Personnel Section has returned several Fitness Reports to supervisors because of the confusion between "Not observed" and "Does not apply" categories. The Chief, A&E Staff is preparing an instruction for supervisors which will clarify many of the questions which have arisen concerning the completion of the form.

G. OTR Cryptonym

RI/DDP assigned an organization cryptonym to the Office of Training on 18 January 1955 for use in overseas communications. Information relative to its secure use can be obtained from the Administrative Branch.

H. OILSTONE

Weekly report of the utilization of is attached.

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Attachment